



City of Corvallis

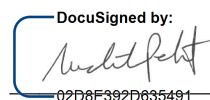
Financial Matters Administrative Procedure 5.13

Park Utility Donations



- Purpose:** To provide guidelines in the solicitation, expenditure, and reporting of funds donated through the utility bill for park improvements and the Youth Park Corps Program.
- The City Council has approved the solicitation of funds as part of and through the City Services Bill.
 - These funds are necessary to support the employment of youth 14 to 16 years of age to work in the parks and on beautification projects.
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- Scope:** Applies to the funds raised through the City of Corvallis City Services bill to support the Youth Park Corps Program.
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- Guidelines:** Donations for the Youth Park Corps Program shall be solicited through the City Services billing process. These funds shall be collected by the Finance Department and accounted for in the Parks and Recreation Fund. Interest earned on the donations shall be credited to this Fund.
- Funds shall be used to support a Youth Park Corps Program.
- This Program shall be evaluated and an annual report, detailing the amount of funds collected and projects accomplished with donation funds, submitted to the City Council by November 1st of each year.
- Every effort will be made to leverage these funds at least another 25 percent through additional grants and donations of funds/labor.
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- Goals:** To provide financial support, and the accounting of that support, for the Youth Parks Corps Program.
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- Definitions:** **Youth Parks Corps:** Trains youth ages 14-16 in basic job skills to maintain parks, trails, and beautification areas.
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- Review/Update:** The Parks and Recreation Director will prepare this Administrative Procedure for review as needed for City Manager approval.

Review and Authorization:

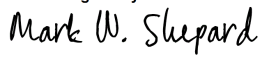
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Parks and Recreation Director

8/17/2021 | 4:55 PM PDT

Date

Administrative Procedure #5.13

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8/18/2021 | 8:21 AM PDT

City Manager

Date

Rev #	Name	Change Date	Character of Change
0		02-03-1992	Adopted
1		04-17-1995	Amended
2		01-21-1997	Amended
3		06-19-2000	Affirmed
4		10-20-2003	Affirmed
5		11-06-2006	Amended
6		10-19-2009	Affirmed
7		11-19-2012	Amended
8	K. Emery	12-07-2015	Amended
9	M. Petit	08-17-2021	Adopted as Administrative Policy

1. Form or worksheet revision related to this document? No ☒ Yes ☐

If yes, attach a copy of the revised form or worksheet.

2. Training required? No ☒ Yes ☐